



Minutes of Governing Board (GB) Meeting 37

Held on Thursday 2nd April 2020 Virtually (via Teams)

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC appointee (7)	Revd. Alan Jackson (AJ)	Vice Chair, Personnel & Pastoral (P&P)	14 Nov 2020
	Vera Macrae (VM)	Chair, Teaching & Learning (T&L)	14 Nov 2020
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Kel (Michele) Razza (KR)		11 March 2022
	Revd. Ben Lovell (BL)	Vicar, St Mary's Hampton Church; Chair of Governors	Ex-officio
Parents (2)	Hilary Hart (HH)	Observer (until appointment ratified, item 4a)	1 April 2024
	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, Resources	26 Nov 2021
LDBS	Nick Woods (NW)		24 Feb 2024
Co-opted (Up to 3)	Paul Adams (PA)		10 July 2023
	Sophie Tait (ST)	Chair, Personnel & Pastoral (P&P)	10 July 2023
	Jennifer Walker (JW)		6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Assistant Headteacher / Year 4 Teacher	13 Oct 2020
Observer	Julie Booth (JB)	School Business Manager	

Also attended: Clare Struthers (CS, Clerk)

Apologies: Norma Beresford (NB, St Mary's Hampton PCC appointee, end of term 14 November 2020)
 Glen D'Sa (Parent Governor, end of term 9 October 2020)
 Lucia Freeman (LF, Deputy Headteacher/SENCo; Observer)

Minute	Discussion & Decisions
387	BL welcomed everyone to the meeting at 7.37 pm, and in particular, NW, whose nomination as the LDBS-appointed governor had been confirmed in February, and HH, whose nomination by the St Mary's Hampton Church PCC would be considered at this meeting (see minute 390a). BL followed with prayer. BL said that the aim throughout the partial closure period would be to limit the number of governors meetings and for those meetings that did take place virtually, the aim should be to keep them as succinct as possible by focussing on the significant, strategic matters requiring an urgent decision.
388	CS said that apologies for absence had been RECEIVED from GD, LF and NB; the board ACCEPTED these apologies. Prior to the meeting, VM had advised that the internet connection in her current location was weak and therefore connecting to the meeting might be delayed.
389	Declarations of Interest: BL, AP, ST, RH, and JW said that their children attend wrap around care provided by KOOSA Kids.
	Governance Matters
390a	(MA 377a.1) Governor Appointments: BL reiterated that the LDBS appointment panel had confirmed Nick Woods' appointment with effect from 25 February 2020.

	<p style="text-align: right;"><i>BL asked HH to leave the meeting briefly at 7.40pm.</i></p> <p>PCC-nominated Governor BL advised governors that St Mary’s Hampton Church PCC had nominated HH for her teaching experience, in both maintained and independent settings, as well as previous governing experience with a local primary school. BL said that HH had been a churchwarden at St Mary’s Hampton Church for six years.</p> <p>Decision: Governors AGREED to appoint HH as a PCC governor with immediate effect, by individually confirming their support.</p> <p style="text-align: right;"><i>HH re-joined the meeting at 7.42pm</i></p> <p>BL said that he was very pleased to confirm HH’s appointment as a governor with St Mary’s Hampton school had been ratified and warmly welcomed HH to the team.</p> <p style="text-align: right;"><i>(After the meeting, CS advised the Company Secretary, AfC and the school office (to update GIAS) of the new appointments to the board; updated Governor Hub and carried out necessary induction processes.)</i></p>
390b	<p>Committee Membership April 2020 to September 2020 BL PROPOSED the following:</p> <ul style="list-style-type: none"> ➤ HH and NW to be members of the Teaching & Learning committee for their teaching experience ➤ HH to be a member of the Resources Committee. ➤ JB to attend Resources committee and FGB meetings in an advisory role. <p>Decision: Governors AGREED, by individually confirming their support, this change in committee membership with immediate effect.</p> <p style="text-align: right;"><i>(After the meeting, CS updated Governor Hub.)</i></p>
390c	<p>Virtual Meeting Protocol <i>In reply to a governor</i>, CS said that 48 hours notice of a governor not being able to attend a meeting was not a strict deadline, as it was understood circumstances can change at short notice; irrespective of the length of time before, all governors should send apologies, when unable to attend a meeting.</p> <p>A governor commented that the Protocol made virtual meetings exceptional and said that for all governors the ability to join a meeting virtually was a useful option. BL added that once the current situation had passed, the Protocol was likely to more frequently be relevant for working groups and committee meetings, rather than FGB meetings for which face-to-face meetings would be the aim, as much as possible.</p> <p>Decision: Governors AGREED, by individually confirming their support, the Virtual Meeting Protocol.</p> <p style="text-align: right;"><i>(After the meeting, CS updated Governor Hub.)</i></p>
391	<p>Notification of ‘Any Other Business’ Items: there was none.</p>
392a	<p>Minutes of the meeting held on 21st November 2019 Decision: All governors present at the November 2019 meeting AGREED, by individually confirming their support, that the minutes were a true and accurate record of that meeting.</p>

	BL's e-signature was added to the file copy of the minutes after the meeting.
392b	<p>Matters Arising (for items not included on the agenda)</p> <p>(377b.1) AfC & LDBS Governor Training currently suspended: JW AGREED to book a place on the AfC Exclusions training when the events were re-instated.</p> <p>(381c) Safeguarding Awareness – Level 1 Online Training Module BL reminded governors to complete this online module, if they had not already done so.</p> <p>ACTION AP, VM, JW, GD, RH, KR, ST, NW & HH: Online training Module – by autumn 2020 term <i>VM joined the meeting at 7.50 pm</i></p>
	Covid-19
393a	<p>Headteacher's Partial School Closure Update</p> <p>MW said that through a team effort, the school had prepared a number of documents prior to the closure announcement, which were circulated with the papers for the meeting. MW said that the procedures in place were working well for the school.</p> <p>MW updated governors on the following.</p>
393a.1	<p>The number and category of pupils in school on a daily / weekly basis.</p> <p>MW said that:</p> <ul style="list-style-type: none"> ➤ Week beginning 23rd March 2020 – 13, 4, 8, 3, 6 ➤ Week beginning 30th March 2020 – 9, 4, 7, 3. <p>MW said that therefore, on average, there had been six pupils in school each day with either two or three keyworkers.</p>
393a.2	<p>The information provided to parents for home schooling.</p> <p>MW said that home schooling consisted of a daily email from a dedicated email address for each class, which had been set up in advance to create an open line of communication between home and school.</p> <p>MW said that parents' feedback from the first two weeks was positive.</p> <p>MW said that teachers had been providing clear and consistent guidance and a realistic amount of activities, some of which were printable and the others were online.</p> <p>MW said that the current home schooling system would continue after Easter. MW said that the longer the partial closure continued, the school would refine the home schooling further.</p>
393a.3	<p>An update on the support being provided to vulnerable children, including updates to the school's safeguarding processes.</p> <p>MW said that AfC had prepared an addendum to their model safeguarding policy and PROPOSED that as the school's policy was based on the AfC model policy, the addendum be adopted.</p> <p><i>(Safeguarding Policy Addendum circulated with summer term Personnel & Pastoral Committee papers, as 'draft in use'.)</i></p> <p>ACTION CS: summer term FGB – safeguarding addendum for ratification</p> <p>MW said that he would continue to be the Designated Safeguarding Lead and Lucy Hargreaves</p>

(LH, Key Stage 1 Phase Leader) the Deputy Designated Safeguarding Lead during the partial closure. MW said that himself and LH were contactable at any point during partial opening hours, even if they were not on site when the safeguarding matter came to a member of staff's attention.

MW said that of the vulnerable children that had been invited to school during the partial closure, some had accepted, some were in self-isolation and some had declined.

MW said that the school's policy was for each teacher to contact vulnerable families (PPG and SEND children) twice weekly to 'check in' and provide any specific advice needed. AN said that these bi-weekly conversations with vulnerable families were proving to be useful in maintaining regular communication between school and home.

MW said that vulnerable children that had not attended school during these first two weeks of school closure would be attending after the Easter break, thereby increasing the number of children attending school.

393a.4 [An update on the staffing levels for both teaching and non-teaching staff.](#)

MW said that a staffing rota had been devised prior to the partial closure (which had been circulated with the papers for the meeting), and this had worked well in practice. MW said that each teaching staff member was only required to be in school once per week.

MW said that a couple of staff had not been in school during the partial closure, as they were in the vulnerable category.

MW said that the staffing rota would continue after Easter. MW said that usually there were two teachers and two support staff in school each day, with at least one teacher having leadership experience.

MW said that during the initial two weeks of partial closure there had been regular communication between the members of the SLT.

393a.5 [Outline the hard work and challenges being addressed by the staff team.](#)

MW said that the teaching team deserved enormous credit for taking on the home learning challenge so readily and so effectively; MW said that the teachers had been proactive with parents and had kept existing good relationships with parents and children going via email and social media. MW said that the teachers had been trying to encourage parents to use the school's Twitter Account.

MW asked for feedback from parent governors.

[A governor said that the home schooling was working well; the family continued to feel engaged with the school through social media and the interaction with teaching staff via email. A governor said that MW's daily thought and the daily big question were appreciated. A governor thanked the school for all they were providing in terms of home schooling.](#)

MW said that the challenge facing the SLT was to maintain the community spirit; MW said that the social media presence and email had been key to achieving that. MW explained that children were able to submit examples of their work, so there continued to be some assessment opportunities. MW said that teachers were able to differentiate the work they were setting the children. MW thanked the teaching team for being really proactive with their approach to home schooling.

MW said that Sarah Cregan (SC, SENCo) had been exceptionally important throughout the

<p>393a.6</p> <p>393a.7</p> <p>393a.8</p> <p>393a.9</p>	<p>response, having provided excellent strategic and operational support at every turn. MW said that SC had worked way beyond her expected hours and remit, and recorded his thanks for her invaluable contribution.</p> <p>School site update. MW said that JB had the cleaning strategy in hand, including plans in the event that the school was given notice to reopen in the summer term. In reply to a governor, JB said that May Harris required a week’s notice to carry out the deep clean, which in itself would take a couple of days and the school premises would have to be not occupied either side of the clean for a couple of days.</p> <p>An update on the Easter Holiday arrangements and links with neighbouring schools. MW said that the school had agreed a joint venture with Hampton Infant & Junior school (HJP) for Easter holiday club provision. MW said that HJP would run the provision from their site for the first week and KOOSA would run the provision at St Mary’s Hampton for the second week. MW said that no children from St Mary’s had confirmed need for the provision (as at 2nd April 2020).</p> <p>FSM update MW said that FSM families would receive a £15 weekly e-voucher redeemable in supermarkets; the school was waiting for the email from the DfE to be able to launch the portal and send out the virtual vouchers to the vulnerable families. <i>Meeting paused at 7.58 -8.04 pm to enable governors to participate in the ‘clap for the NHS’</i></p> <p>A governor asked whether the children attending school were being taught together. MW said that this was dependent upon the number in attendance, which on most days to date had been low and therefore only one classroom plus the hall had been necessary to allow social distancing. MW said that the aim had been to limit the amount of space used, while ensuring the children and adults were respecting the government guidelines on social distancing. MW said that the children were repeatedly reminded of the need for frequent hand washing.</p>
<p>393b</p>	<p>Update from Chair of Governors on discussions with headteacher BL said that throughout the partial closure he had been speaking with MW on a daily basis. BL said that he was confident the school had plans in place for a short-notice re-opening and equally for longer-term home schooling to continue. BL said that governors would be copied into all future communications with parents, in order that board members were kept informed of the school’s response.</p>
<p>393c.1</p>	<p>Governors’ Questions A governor asked whether the school had any concerns about the vulnerable children and also for confirmation of the plans in place to support these children. MW said that a few of the school’s vulnerable children had not been in school prior to Easter as either the family was self-isolating or felt able to care for the children. MW said that the school was maintaining contact through the twice-weekly phone calls to ensure these families felt supported. MW said that these children would have the opportunity to be in school during the summer term. A governor asked about those children who were not categorised as vulnerable, but for whom home learning might be chaotic and whether there was anything in place for them.</p>

<p>393c.2</p>	<p>MW said that all of the teachers knew the children in their class really well and had built a strong relationship with each of the families. MW said that he was confident there was an effective exchange going on between parents and the class teacher. MW said that some parents had been honest with the teacher, by explaining that they were struggling with home schooling, in response to which the teachers had provided advice to support them.</p> <p>AN added that there was regular email contact between the school and home and any family that had expressed any difficulty with the home schooling originally suggested had been given alternative learning resources to try.</p> <p>MW said that the teaching staff were very aware of the importance of trying to meet everyone’s needs.</p> <p>A governor asked about the school’s approach to ensuring children made the expected levels of progress, in the event that the partial closure was in place through to the end of the academic year.</p> <p>MW said that teachers were aware that the work being set was sufficiently challenging for each child and also that the families felt sufficiently supported to complete work. MW said that currently the children were expected to upload work completed on one platform. MW said that if the partial closure was to continue for the longer-term, the school would review its approach to home learning and the SLT was aware of the need to discuss this early in the summer term.</p>
<p>393c.3</p>	<p>A governor asked whether there was going to be a specific way to assess the Year 6 children, bearing in mind the Key Stage 2 SATs were not taking place.</p> <p>MW said that the school would continue to assess the children’s progress and attainment.</p>
<p>393c.4</p>	<p>A governor suggested that if during the summer term, the Year 6 parents needed to be more involved with marking and giving feedback on the children’s work, this should be clearly communicated beforehand.</p> <p>MW said that this was very useful feedback, which would be shared with the Year 6 teacher.</p> <p>MW said that should any governors have any questions regarding the school’s on going approach to partial closure (should this continue during the summer term), to contact him directly.</p>
<p>393d</p>	<p>Staff Sickness Absence Policy</p> <p>BL said that paragraphs 5.2 and 7.2 had been added to the policy in consultation with LDBS HR Adviser to allow variation to self-certification period of up to 14 days.</p> <p>A governor noted a typo on page 3, where the title for paragraph 10 should read, ‘Breaches of the Absence Management Policy’ rather than Absent.</p> <p>Decision: Governors AGREED the updated Sickness Absence Policy, by individually confirming their support.</p> <p><i>(After the meeting, CS updated the shared drive & Governor Hub.)</i></p>
	<p>Headteacher’s Report</p>
<p>394a</p>	<p>MW said that the shorter-than-usual spring term report was supported by the coronavirus reports circulated for minute 393a.</p>

	<p>MW said that the focus of the report was to update governors on progress with achieving the SDP targets. MW said that in the event that the partial closure continued for part or all of the summer term, further progress towards implementing/achieving some of the targets would be a challenge. MW also said that to continue with the monitoring and evaluation cycle would be tricky.</p> <p>A governor asked about the induction planned for Amy Berry (AB), the new Reception teacher and whether the plan was for AB to lead the home schooling for the Reception children during the summer term.</p> <p>MW said that an induction had been planned, which would involve Lucy Hargreaves (Reception and Key Stage 1 Phase Leader) spending time with AB as part of the INSET day (first day of summer term). MW said that AB planned to introduce herself to the children and parents virtually by way of videos, which she was keen to do on a weekly basis. MW said that he was pleased to say AB was approaching this unique scenario in a very positive, proactive way.</p> <p>MW said that from his communication with the Reception parents, there was much positivity regarding AB starting with the class. MW said that with AB's wealth of experience in Early Years, he was confident she would assume the role with the minimum of disruption to the children's learning.</p>
<p>394b</p>	<p>Letter from the school to the local MP</p> <p>BL said that the school had received a complaint from the local MP, who had been contacted by a grandparent of the school. BL said that the letter shared with governors was the outcome of Sarah Creegan's (SENCo) investigation into the complaint.</p> <p>MW said that he was confident the situation was being managed effectively.</p> <p>BL said that as a safeguarding governor, he was confident, there were no safeguarding concerns and that the school had taken a proportionate response to the situation for the children involved.</p>
<p>Committee Updates</p>	
<p>395a</p>	<p>Personnel & Pastoral Committee</p> <p>Governors NOTED the minutes of the spring term meeting.</p>
<p>395b</p>	<p>(MA 230) 'Listening Ear' (Pastoral Care) Governors</p> <p>ST said that the introduction of the Employee Assistance Programme, a 24/7 counselling service, had negated the need for some of the board to be 'listening ear' governors.</p> <p>BL said that having a private place for staff to speak with a listening ear governor about difficulties they were experiencing when the school was small had been admirable. However, as the school matured, there had been incidents where matters had not been raised with line managers, but with governors, which had prevented managers and supervisors the opportunity to address the matter and in addition, governors were not able to take action.</p> <p>As one of the listening ear governors, AJ explained that the purpose of the role had been for the member of staff to express their concern and gain advice on the appropriate action to take.</p> <p>A governor asked whether all members of staff were aware of the EAP programme and whether there were posters displayed in the staffroom advertising the service.</p> <p>MW said that when the scheme first started an email was circulated to the whole staff team</p>

	<p>and it was explained in a staff meeting. AN said that frequent reminders to the staff team would be beneficial.</p> <p>ACTION MW/AN/JB: Ensure all staff aware of EAP/posters displayed in staffroom – on-going frequent reminders (Remove ‘Listening Ear’ Governor Poster from Staffroom Noticeboard)</p> <p>Decision: On the understanding that staff were informed of the EAP and were regularly reminded, governors AGREED the ‘listening ear’ governor role should no longer exist with immediate effect, by individually confirming their support.</p> <p>BL said that staff-governor drop-ins would be built into the schedule of governor meetings in future.</p> <p>To note: The Personnel & Pastoral Committee Terms of Reference include the ‘listening ear’ governor role; bearing in mind the stage in the academic year, this will be revised for the 2020-21 academic year.</p>
<p>396a</p> <p>396b</p>	<p>Resources</p> <p>The minutes of the spring 1 meeting had been circulated with the papers for governors’ information.</p> <p>AP advised governors of the main points of discussion at the most recent committee meeting. Risk Register: AP said that the committee had considered the additional risks raised by the closure of the school: in particular, the school’s relationship with SLA providers and the financial implications to the school, which were apparent so far.</p> <p>Monthly Financial Return: AP said that the financial implication to the school of the closure was a developing situation. AP said that GD (finance link governor) had raised a concern that the February return did not reflect the current projected effect on the budget and had expressed the view that it should be reviewed in light of the closure. AP said that the school had advised that the closure would be taken into account for the March financial return.</p>
<p>397a</p>	<p>Teaching & Learning</p> <p>Spring term meeting: VM said that as the meeting did not take place, the committee had submitted questions against each agenda item; the reports circulated presented the detailed responses by MW, AN, Alana Rowlandson (Maths Lead) and Sarah Creegan (SENCo). VM noted the committee’s thanks to the staff for providing such detailed responses.</p> <p>In reply to a governor, MW said that the move from Maths Mastery to White Rose for the teaching of Maths was a suggestion at the moment; the school would conduct a thorough review.</p>
<p>397b.1</p>	<p>Policies</p> <p>Religious Education</p> <p>Prior to the meeting, a governor advised of two points that required updating (page 4):</p> <ul style="list-style-type: none"> ➤ Section 6 (SDP) – MW CONFIRMED that the final sentence of the first paragraph would be removed.

	<p>➤ Section 7 (SEND Policy) – MW CONFIRMED that the bracketed wording referring to the version of the school’s SEND Policy would be removed.</p> <p>Decision: With the above changes incorporated in the policy, governors AGREED the RE Policy by individually confirming their support.</p> <p>397b.2 Collective Worship Decision: Governors AGREED the Collective Worship Policy, by Individually confirming their support.</p> <p>397b.3 Looked After Children Prior to the meeting, a governor advised that Lucia Freeman was referred to as the member of staff for Looked after Children on page 4 of the version of the policy circulated for the meeting.</p> <p>MW CONFIRMED that he was responsible for Looked After Children at the school.</p> <p>Decision: With the update to the member of staff responsible for Looked after Children, governors AGREED the Looked After Children Policy by individually confirming their support.</p> <p><i>(After the meeting, CS emailed the agreed policies to Nikki McLachlan for publishing on the website and updated the shared drive and Governor Hub.)</i></p>
397c	<p>2019-20 Committee Terms of Reference The main changes were:</p> <ul style="list-style-type: none"> ➤ Removal of reference to co-Chair of Governors ➤ Removal of individual responsibilities (as link governor roles were now with the SDP targets), except for SEND, Looked after Children, and Pupil Premium ➤ Removal of the committee having responsibility for setting up of a sub-committee to hear matters in connection with exclusion or a parental complaint. <p>Decision: Governors AGREED the teaching and learning committee terms of reference, by individually confirming their support.</p> <p><i>(After the meeting, CS updated Governor Hub.)</i></p>
398	<p>AOB: there was none.</p>
399	<p>Governors’ meeting dates – summer 1 term:</p> <p style="text-align: center;">P&P: Thursday 30th April at 4pm Resources: Monday 11th May at 9am Next FGB: summer 1: Thursday 21st May at 7.30 pm</p> <p style="text-align: right;"><i>JB & AN left the meeting at 8.40 pm</i></p>
400 & 401	<p>Part 2 Confidential Items: Recorded as a separate minute</p>
	<p>BL THANKED governors for their attendance and closed the meeting with prayer at 8.58 pm.</p> <p>Signed by the Chair  Date: 21 May 2020</p>